



## **We are transforming Africa through innovative scientific training, technical advances, and breakthrough discoveries!**

The African Institute for Mathematical Sciences (AIMS) is a pioneering institution transforming STEM education and research in Africa. Founded in 2003, AIMS has grown into the continent's largest network of centres of excellence for training, research, and public engagement in mathematical sciences. With six centres across Africa, AIMS provide a world class, pan-African, and interdisciplinary learning environment that equips young Africans with skills to address critical challenges such as climate change, food security, and pandemics.

To date, AIMS has trained over 3,500 graduates from 45 African countries, with 35% being women. The majority (approximately 70%) have remained in Africa and are driving change in fields like healthcare, education, renewable education, and digital innovation. Through its unique model and inclusive approach, AIMS empower the next generation of African innovators and leaders, fostering sustainable socio-economic development across the continent.

If you bring a collaborative spirit with a passion to effect change, consider this opportunity:

<b>Job title:</b>	AIMS Network Chief Financial Officer (CFO)
<b>Reports to:</b>	AIMS Network President, Council of Centre Presidents
<b>Direct Reports:</b>	Up to 6
<b>Status:</b>	Full-time Contract
<b>Duty Station</b>	Kigali - Rwanda

### **Overview of the position**

The AIMS Network Chief Financial Officer (CFO) reports to and supports the Network President in ensuring the efficient execution of the mandate of AIMS. The incumbent provides leadership and oversight over all the financial affairs of AIMS, including budget and planning, accounting and financial reporting, and the mobilization of financial resources to support the growth of AIMS. As a key member of the AIMS senior leadership team, the CFO is a key driver of change at AIMS, particularly relating to the adoption of newer technologies to enhance transparency, data security, the effectiveness of internal controls and overall efficiency.



## Key Functions

Under the overall supervision of the Network President, the CFO will contribute to the goals, success, and growth of AIMS by performing the following roles:

### 1. Financial Leadership and Oversight

- Reporting directly to the Network President and International Governing Board (IGB), this position leads the financial Network of AIMS and actively supports the pursuit of the Strategic Objectives of AIMS in a manner that is sustainable and efficient.
- Report regularly to the Audit and Finance Committee (AFC) of the IGB on financial strategy and sustainability planning while helping to integrate financial insights into decision-making
- Develop, implement, and oversee a uniform framework for financial accounting and reporting across the network to ensure consistency, transparency, and compliance with international and local standards
- Collaborate with stakeholders to align financial strategies with institutional goals and drive innovative funding models to support growth
- Lead, develop, and maintain regular financial analytics, developing dashboards, reports, and other trend analysis for AIMS management and the Board.
- Perform financial feasibility studies and due diligence to inform major decision-making at network and center level.
- Establish an Enterprise Risk Management System at the organization level to ensure risks are identified, and assessed and relevant risk responses have been designed and implemented.
- Monitor budgets and expenditures to identify potential funding shortfalls and overspending, with timely communication of findings with the concerned management, Network President, AFC, and IGB, and make recommendations on corrective actions.

### 2. Technology and Innovation

- Enhance AIMS' financial systems to improve transparency, efficiency, and reporting accuracy
- Leverage new information technologies to streamline workflows and ensure data security
- Stay updated on emerging financial tools; regularly train finance staff across the network to improve operational excellence

### 3. Engagement with the Network President, IGB and AFC

- Prepare the AFC agenda; provide information and advice; follow up on all matters requiring AFC endorsement or approval; ensure meetings are properly minuted
- Support the Network President and Board Secretary in meetings of the IGB

### 4. Performance Metrics and Accountability

- Develop KPIs for monitoring financial performance and achieving sustainability goals
- Regularly report financial performance to the Board and other stakeholders, ensuring transparency



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## 5. Stakeholder Engagement and Advocacy

- Develop KPIs for monitoring financial performance and achieving sustainability goals
- Regularly report financial performance to the Board and other stakeholders, ensuring transparency
- Work with the AIMS Network President and the Council of Centre Presidents, the Development Team, and the IGB in the development, negotiation, and finalization of long-term partnerships and fundraising efforts
- Serve as a financial ambassador in donor, partner, and stakeholder discussions
- Advocate for financial sustainability initiatives across the AIMS Network
- Build partnerships to strengthen financial resources and operational capacity

## 6. Grant Administration

- Represent the AIMS network with donors in negotiations and discussions about grant administration
- Review project or program specific budgets, funding agreements, MoUs on an as-needed basis
- Review and sign off on financial reports to donors

## 7. Internal Controls, Policies and Risk Management

- Implement robust internal controls to safeguard institutional resources and mitigate risks
- Advise the Network President and Board on institutional policy development and implementation
- Regularly review and update financial and operational policies and procedures to ensure their relevance. Serve as go to person for policy interpretation and clarifications
- Develop a comprehensive risk management framework addressing financial, operational, and legal risks, in coordination with the AIMS network's Internal Auditor
- Advise Centre Presidents and assist them in the implementation of risk mitigation strategies
- Conduct regular assessments to identify and address vulnerabilities across the network

## 8. Financial Management

- Review quarterly cash-flow and payment projections prepared by the Network Finance Manager and secure AFC and Board approval and provide quarterly update to the Board
- Review annual global budget, conduct mid-year budget review, and advise Cost Centre managers of budget related queries across the network
- Engage with Centre Presidents and their finance staff to provide advice and ensure



consistency across the network in financial, administrative, procurement, and procedural matters

- Build, train, and mentor high-performing finance teams across the network; help to educate non-finance staff in finance matters
- Promote collaboration between local and network finance teams
- Support the development of a long-term financial sustainability plan and manage its implementation

## **9. Accounting and Financial Reporting**

- Standardise financial reporting across the network to align with international best practices
- Advise finance managers across the network on all accounting matters, including bank account management, intercompany accounts, deferred revenue accounts, accounts receivables, account payables, fixed assets, management of staff advances, and compliance with all applicable accounting and financial reporting standards (existing and new) in recording financial transactions and generating financial reports

## **10. Audit, Compliance and Legal matters**

- Statutory audit – serve as a lead contact to the group auditors and serve as a focal point for entity specific auditors; review audit plans; support AFC and the Board in the selection and appointment of statutory auditors; present, along with the group auditors, audited financial statements to the AFC; review financial statements for all entities; support finance teams across the network during the audit; prepare annual
- management’s discussion and analysis report on annual financial performance; and serve as a focal point in addressing audit recommendations and reporting to the AFC.
- Regulatory compliance – monitor regulatory compliances across the network and provide annual reports and attestation on such compliance to the AFC; serve as a lead person in managing regulatory compliances for AIMS in Rwanda, Canada, Germany, and the UK
- Manage all legal matters involving the network and report on them to the Network President and Board
- Work closely with Centre Presidents to manage the network's risk profile and mitigation strategies

## **Competencies & Other Requirements**

- Minimum of 10 years of experience in a senior finance and administration role with responsibility for contracts/ grants management, administration, and finance.
- An internationally recognized professional qualification, e.g., Chartered Accountant (CA, ACA, ACCA) or Certified Public Accountant (CPA), Certified Financial Analyst (CFA).
- A minimum of a Master’s degree in Business Administration or Finance.
- Strong knowledge of the policies, guidelines, and procedures applicable to institutions of higher learning.



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- Experience in the mobilization of financial resources for not-for-profit organizations.
- Experience working in multicultural organizations with a diverse workforce, with demonstrated sensitivity to diverse concerns of staff, management, and Boards of Directors.
- Proven intellectual leadership in managing and maintaining an efficient, ethical, and transparent working environment in an institution of higher learning.
- Established reputation and track record of exceptional delivery, innovation, and change management competence in at least three of the focus areas of the role.
- Demonstrated ability to listen and communicate effectively with Boards of Directors and with key external stakeholders, especially providers of financial resources to AIMS.
- Ability to think strategically and design long-term plans and programs to develop staff in line with the strategic priorities of the Finance function of AIMS.
- Demonstrated ability to inspire, generate, and sustain a high level of commitment and professional excellence in a diverse workforce.
- Capacity to effectively use social media platforms to engage with staff and other internal and external stakeholders.
- Ability to communicate clearly and concisely (written and oral) in English. Working knowledge of French would be a plus.
- Strong verbal and written English language skills; French an asset
- Strong computer skills in accounting software systems and Microsoft Office Suite applications, including Word, Excel, PowerPoint and Outlook, ACCPAC
- Familiarity with the political, social, economic, and cultural context of working in Africa

## Working Conditions

- AIMS Rwanda Office
- Available to travel within and outside of Africa for extended periods of up to 8 weeks
- Will be required to also work outside the normal work hours including weekends

## Are you ready to be a part of the transformation?

Click [here to apply](#). Applications will be accepted until May 8, 2025.

Should you not receive feedback from AIMS within five weeks of the deadline, kindly accept that your application will not be further pursued. AIMS reserves the right not to make an appointment at its sole discretion.

AIMS is an equal opportunity employer.